



Competitive Service Vacancy Announcement

Defense Language Institute Foreign Language Center & Presidio of Monterey,
Presidio of Monterey, CA 93944-5006

Merit Promotion & Placement Program

Announcement Number: C-11-98

Opens: April 2, 1998

Initial Cutoff: April 16, 1998

Closes: Open Until Filled

Position Title: Child Development Services
Specialist, GS-1701-07

Salary: \$26,075 - \$33,893 per annum

Location: Directorate of Community Activities,
Child Development Center, Presidio of Monterey,
CA

Area of Consideration: Career/Career Conditional
Employees; Employees on VRA appointments who are
eligible for promotion or reassignment to competitive
service positions; Reinstatement Eligibles; VRA
Eligibles; Army NAF employees with one year
continuous service under an appointment without time
limitations; Employees eligible under Executive Order
12721; Special Emphasis Program Eligibles; and other
Special Appointing Authority Eligibles in the Monterey
Commuting Area.

PCS Costs are not Authorized

**NOTE: Applications received by the initial cutoff
date, if qualified, will be considered first.**

Applicants must ensure that all requirements are met before
requesting consideration for this position. Qualification
will be based on the application package you submit. Be
sure that your application clearly shows the extent and type
of required experience or education. Please limit your
paperwork to two pages per KSA. Be concise. KSA's
longer than two pages will not be considered.

**Please make a copy of your application before
submitting.** Applications will not be returned nor
duplicated once submitted. Copies reproduced at

government expense will not be accepted and applications submitted in postage paid government envelopes will not receive
consideration.

**This announcement may be used to fill future vacancies within 180 days after the closing
date.**

DLIFLC is an Equal Opportunity Employer

All qualified applicants will receive consideration for position vacancies without regard to race, creed, color, age, national origin, lawful political
affiliation, sex, marital status, membership or non-membership in an employee organization, handicap not disabling to the job, or other non-merit
factors.

Please post on bulletin boards until after the closing date shown above.

Summary of Duties:

What To Submit And Where To Apply

1. Applicants must submit one of the following:

A resume, Optional Form-612, or other written format.

Your resume or application package must contain the information
stated in the Optional Form-510 "Applying for a Federal Job".

**2. Standard Form-50 (non-DLIFLC employees & Reinstatement
Eligibles)**

3. Knowledge, Skills, & Abilities statements (KSAs).

**4. Latest Performance Appraisal (current federal employees
only).**

5. College transcripts, if using education for experience.

**6. DLI-346, Merit Promotion Appraisal (current DLIFLC
employees only).**

7. DD-214, if claiming veteran preference or VRA eligibility.

**8. SF-15 with required documentation, if claiming 10 pt. veteran
preference.**

9. DA 3434 Verifying Eligibility (NAF Employees).

**10. If you are applying under the Career Transition Assistance
Programs Special Selection Priority, please attach a copy of your
reduction in force or other separation notice to your application.**

Mailing Address:

Defense Language Institute Foreign Language
Center & Presidio of Monterey

ATTN: Employment Services Division

Presidio of Monterey, CA 93944-5006

The Civilian Personnel Office is located in Bldg 340, Telephone:
(408) 242-5137, DSN 878-5137

Please Note: All documents must be received in the Civilian
Personnel Office by 4:45 p.m. on the closing date of this
announcement.

Serves as assistant to the Child Development Services Director. Incumbent assists in developing curricula and program activities; and in administration of the program as follows: Applies professional knowledge of child development principles to assist the CDS Director in developing, implementing and supervising curriculum and age-appropriate activities for a developmental CDS program. Assists with overall POM Child Care Center operations utilizing sound business principles and practices. Ensures the maintenance of appropriate record-keeping and data retrieval systems within the Center, including financial records, health history records, statistical records in accordance with AR 608-10 requirements. Collects and summarizes data for periodic reports. Assists supervisor in the preparation of written publications and development of special instructions for staff members and Standard Operating Procedures (SOPs). Leads tours of the Center for inspections conducted by fire, health and safety representatives. Serves as first level of resolution within the organization concerning complaints regarding the Center and/or personnel. Serves as acting Center Director in the absence of the Center Director periodically during the work shift or during vacation periods.

Minimum Qualification Requirements:

One year of specialized experience that was in or related to the position and that provided the specific knowledge, skills and abilities to perform successfully the duties of this position. To be creditable, this experience must have been equivalent to the GS-5 grade level.

Substitution of Education for experience: One full year of graduate level education or superior academic achievement. At least 24 semester hours of education must have been in child development, early childhood education, home economics (early childhood emphasis), elementary education, special education. Combinations of education and experience may be used to meet total experience requirements.

Special Requirements:

(1) Favorable completion of state and local background checks. (2) Satisfactory completion of pre-employment physical examination. (3) Ability to lift up to 40 lbs.

Knowledges, Skills & Abilities

Applicants may provide information regarding experience and/or training which indicates:

1. Knowledge of Child Development principles.
2. Ability to plan, coordinate and implement age appropriate activities for children.
3. Knowledge of applicable regulations, policies and procedures to ensure compliance in such areas as health, fire, safety, facility and program requirements.
4. Ability to communicate orally.

Please Note: Completion of the supplemental KSAs is not required but failure to do so may result in a lower rating.

Method of Evaluation:

Applicants will be evaluated against the (OPM) Office of Personnel Management Qualifications Standard Handbook for General Schedule positions. In accordance with the DLIFLC Merit Promotion & Placement Plan for Competitive Service positions, those found qualified will be rated against the KSA's. The supplemental statements and/of appropriate documents submitted by the applicant will be used. The best qualified candidate(s) will be referred to the selecting official.

Conditions of Employment:

1. Prior to appointment, male applicants between the ages 18 through 25 must certify that they are registered with the selective Service.
2. Applicant selected will be required to participate in direct deposit/electronic funds transfer as the standard method of salary payment.